

INSTRUCTIONS FOR COMPLETING THE CHANGE IN ADMINISTRATOR/FOOD SERVICE DIRECTOR DURING THE CONTRACT
YEAR
(KY-FD-41 FORM)

PURPOSE: To notify the State Agency of a change in Administrator/Food Service Director during the current contract period.
This form must be completed by the new Administrator/Food Service Director within 15 working days of the effective date of assuming office. Completion and submission of this form verifies that he/she has reviewed the Agreement, concurs with and will abide by all rules, regulations, and requirements outlined in the Agreement, as well as, policies set forth by the Division of Food Distribution.

INSTRUCTIONS:

- 1-2. Enter the name of the Recipient Agency, Address, City, State, Zip Code and County of the recipient agency as it appears on the current Agreement.
3. Enter the Name of the Former Superintendent or Institution Director as it appears on the current Agreement.
4. Enter the Name of the Former Food Service Director as it appears on the current Agreement.
5. Enter the Name of the new Superintendent or Institution Director.
6. Enter the Name of the new Food Service Director.
7. Enter date the new School Superintendent or Institution Director assumed office.
8. Enter date the new Food Service Director assumed office.
9. Signature of the New Superintendent or Institution Director.
10. Enter date this form is completed.
11. Signature of the new Food Service Director.
12. Enter date this form is completed.

CHANGE IN ADMINISTRATOR/FOOD SERVICE DIRECTOR
DURING THE CONTRACT YEAR

1. _____				
Name of Recipient Agency				
2. _____				
Address		City	State	Zip Code County
3. _____		4. _____		
Name of Former Administrator (Type\Print)		Name of Former Food Service Director (Type\Print)		
5. _____		6. _____		
Name of New Administrator (Type\Print)		Name of New Food Service Director (Type\Print)		
7. _____		8. _____		
Effective Date		Effective Date		

As the new Administrator\Food Service Director of the above listed Recipient Agency, I have reviewed and agree to abide by all regulations, requirements, and policies setforth in the "Agreement" between Distributing Agency and Recipient Agency for Commodities Donated by USDA.

9. _____	10. _____
Signature of New Administrator	Date
11. _____	12. _____
Signature of New Food Service Director	Date

Administrator refers to School Superintendent or Institution Director.

Return to:

KENTUCKY DEPARTMENT OF AGRICULTURE
Division of Food Distribution
100 Fair Oaks Lane, Suite 502
Frankfort, KY 40601